

## **Transportation System Operator**

### **Purpose Statement**

The job of Transportation System Operator is done for the purpose/s of providing overall coverage of the transportation operations; meeting scheduling demands; and evaluating, resolving and/or recommending solutions to incidents, complaints and/or accidents; and performing the functions of School Bus Driver.

### **Functions**

- Assists Director for the purpose of providing support for assigned administrative functions.
- Attends various meetings related to the overall operation of the Transportation Department for the purpose of planning, communicating and receiving information.
- Dispatches drivers for the purpose of meeting the schedule demands.
- Prepares various documentation (e.g. bus incident support reports, driver schedules, etc.) for the purpose of providing written support and/or conveying information.
- Coordinates equipment (bus/van) for the purpose of meeting district transportation requirements.
- Recommends policies, procedures and/or actions (e.g. boundary changes, personnel requirements, etc.) for the purpose of providing direction and/or making decisions.
- Responds to vehicle emergencies for the purpose of resolving the situation.
- Informs parents or guardians of special needs students of district transportation procedures for the purpose of transmitting information and ensuring compliance with district, state or federal requirements.
- Performs bus driver duties as required for the purpose of providing adequate coverage.
- Uses various computer software applications for the purpose of planning and scheduling all district routes and field trips.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: utilizing computer equipment and software used in the profession along with the internet and LAN; and utilizing standard office equipment.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: three years of experience as a bus driver is required along with knowledge of pertinent codes, policies, regulations and/or laws

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: understanding bus routes; adhering to safety practices; communicating with diverse groups; meeting deadlines and schedules and planning and managing projects.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. The job is performed under a generally hazard free environment.

Experience      Job related experience is required.

Education      Targeted job related education that meets organization's prerequisite requirements.

#### **Required Testing**

Alcohol and Drug Test  
Department Computer Test  
Written Test

#### **Certificates**

Commercial Drivers License  
Arizona Bus Driver's Certificate

#### **Continuing Educ./Training**

None Specified

#### **Clearances**

Fingerprint/Background Clearance  
Proof of immunity to Measles and German Measles  
Valid picture ID  
Social Security Card

#### **FLSA Status**

Non Exempt

#### **Approval Date**

#### **Salary Range**

\$12.37 - \$14.84